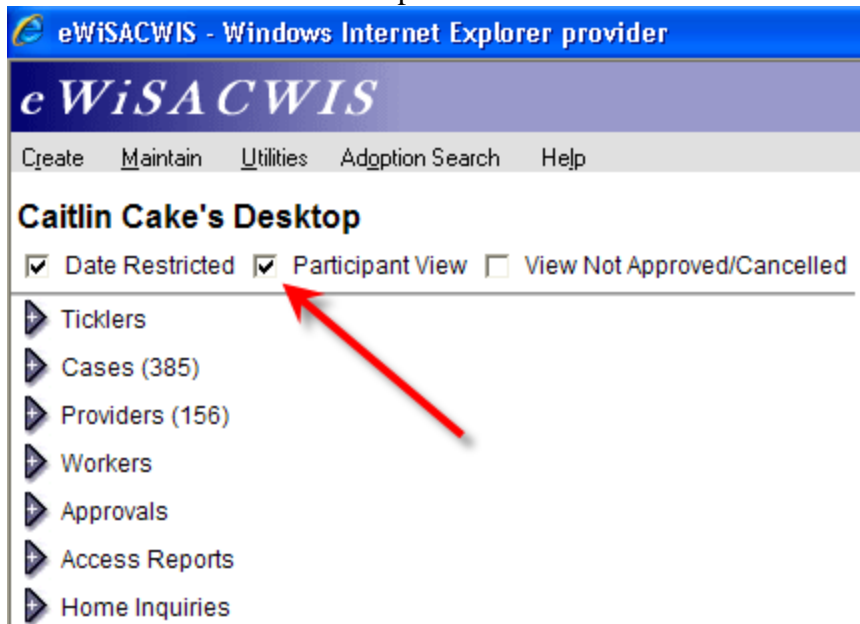# Education Record

1. From the desktop, there are two ways to access the Person Management page:

    a. The first is to select the Participant View checkbox:

    Then expand your case and select the participant to open the Person Management page:

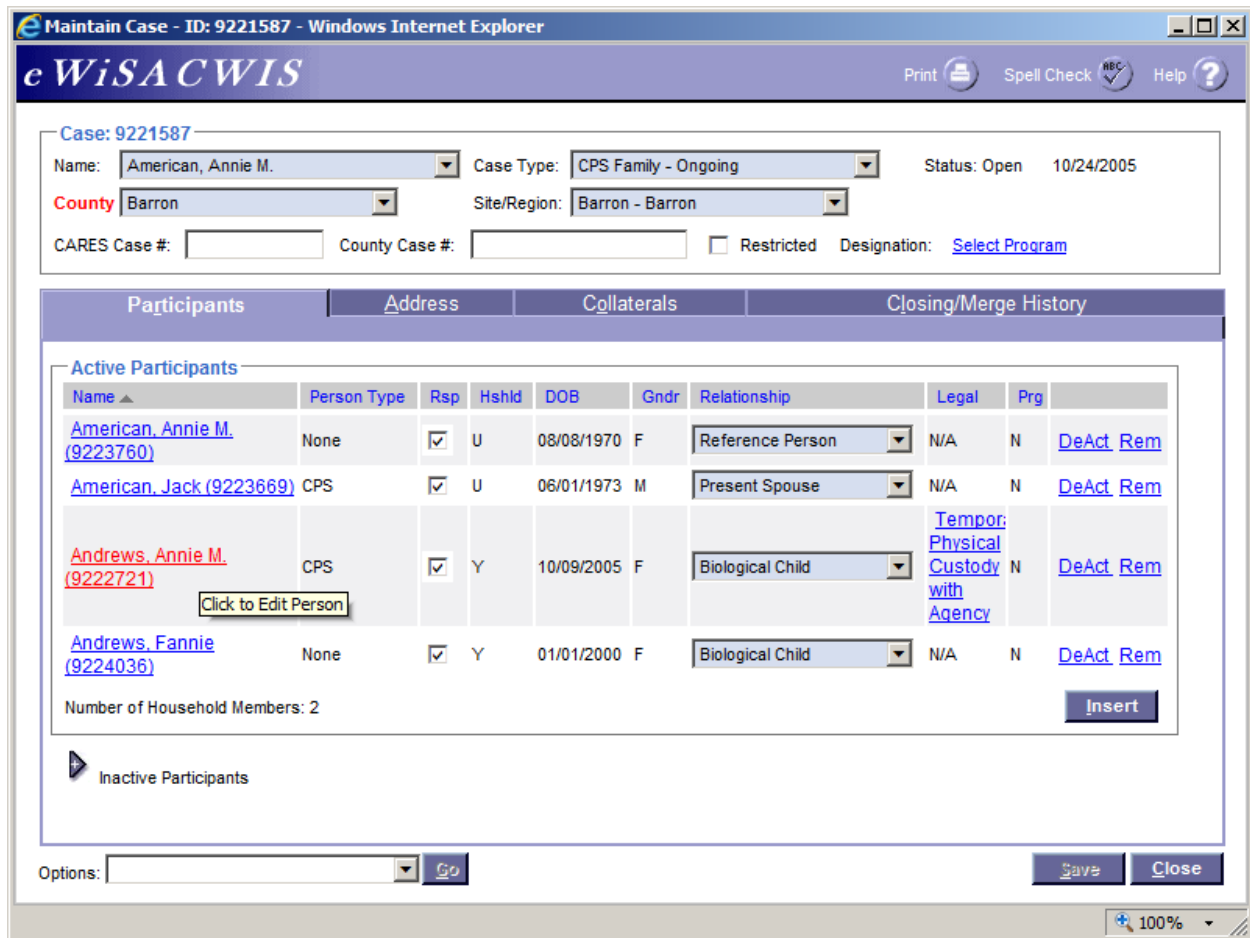b. The second is to click on the case name to open the Maintain Case page:

Click on the name of the participant in the Active Participants group box to open the Person Management page:

2. On the Person Management page, click on the Education tab.

3. In the Basic Education Information group box, check the checkboxes that apply to the child's current school situation. These will pre-fill to the child's Permanency Plan. If you select the checkbox "Child is of school age but is not attending school. Provide explanation," then the narrative below will become enabled and required. If the child is currently enrolled in school, check the associated checkbox (the narrative box will also become enabled and required). Select the Child's Highest Grade Level Completed. If the child has received a diploma or certificate, select the appropriate diploma or certificate value and add the date of the diploma or certificate. If the child is in high school, enter the Anticipated High School Graduation Date; when entered, this will update the Updated On and By fields.

4. If the child has an Individualized Education Plan (IEP), check the check box and enter the date of the current plan. If the box is checked, this will factor in to determining the Eligibility for Extension of Out-of-Home Care on the Transition to Discharge tab on the Independent Living page. The Date of current IEP Expires field will automatically pre-fill for one year in the future if a Date of Current IEP is entered. If there is a hard copy of the IEP in the file and/or the child is on an Extended School Year, check the appropriate boxes.

5. Complete the School District Jurisdiction History group box. The School District of Jurisdiction and Reason for Change have drop-down values, which you can select by clicking on the appropriate values. The Start Date, Contact Person, and Phone Number are user entered fields.

6. On the right side of the School District Jurisdiction History group box are Notify and Delete hyperlinks. The Delete hyperlink will delete the corresponding row. The Insert button will add another row for the School District Jurisdiction History. By clicking on the Notify Hyperlink, a new page is launched called the Education Notification page. Clicking on the Text hyperlink will launch a letter for the case manager to print and send to all appropriate parties. Click on Save and then Close to return to the Education tab.

Education Notification -- Webpage Dialog

e WiSACWIS   TM   Print   Spell Check   Help

Notification Information

Reason:	Enrolled in Public School	Text
Original Sent To:	Madison Metropolitan	Recipient Type: Anticipated School Jurisdiction
CC Sent To:		Recipient Type:
CC Sent To:		Recipient Type:
CC Sent To:		Recipient Type:
CC Sent To:		Recipient Type:
CC Sent To:		Recipient Type:
Date Orig Sent:	00/00/0000	

Options: [ ] Go   Insert

Save   Close

7. In the School History group box, the Insert button allows you to add School History. Once Insert is selected, this brings up the Maintain Education History page.

8. On the Maintain Education History page, the School Name is an AJAX enabled field. Begin typing any part of the school name and eWiSACWIS will attempt to find a match. Selecting a school from the available choices will pre-fill the School Address. If you type a School Name that is not found in the eWiSACWIS database then you must also type a School Address. Check the Primary check box if this school is the child's primary school. The School District, School Type, Program Type , and Current Grade Level all have drop-down values. Reason for changing to this school is also a drop-down and will only appear if the School Name differs from the School Name on the previous education record. If applicable, enter the Program and check the Specialized Programs. If you select the Special Education checkbox the Special Ed. Level drop-down will become enabled and required. If you select "No" to the question, "Is this grade level where the child should be (do not include a child who voluntarily begins kindergarten at age 6)?" a new question appears with a required drop down asking what is the primary reason for the child not being on grade level. If you select "Other" from the drop-down a narrative displays to enter information. The Start and End dates, Contact Person and Phone Number are user entered fields. If you enter an End Date the Completion Status dropdown will be enabled for selection. Click Continue when finished.

9. The School History information will populate into the School History group box. On the right side of the School History group box is a Delete hyperlink. Click on it to delete the corresponding row. If information needs to be updated on the education record, click on the Edit hyperlink to maintain information. If the child has changed schools or to document a new school click on the Insert button to add additional School Information. Use the Copy hyperlink to quickly create a copy of the current record in order to document, for instance, if the child has moved on to the next grade and is still enrolled in the same school.

School History

School Name	School Type	Program Type	Program	Grade	Spec Ed	Start Date	Completion Status			
Madison Elementary	Public School	Regular Education		3rd	☐	09/06/2011		Delete	Edit	Copy
Madison Elementary	Public School	Regular Education		2nd	☐	09/05/2010	Pass	Delete	Edit	Copy
Madison Elementary	Public School	Regular Education		1st	☐	09/02/2009	Pass	Delete	Edit	Copy

Insert

10. Click Insert to create a new Education Passport. If one is pending, complete the pending one prior to creating a new one. An Education Passport can also be created via create case work > Education.

Education Passport

Type	Date Completed	School	Updated By	

Insert

11. The Education Passport page prefills with a child's demographic information, school information, agency contact info, the current out of home care provider, and parent/guaridan information. The page will prefill with the Student in Care radio button selected. If applicable, select the Student Exiting Care radio button. This will remove the Out of Home Care Provider group box and display an Exiting Information group box at the bottom of the page.

Note: When the Education Passport is accessed from the outliner, the student's name will be a hyperlink taking you to Person Management. A Modify link will also appear in the the Education Information group box taking you to Person Management. To access Person Management when creating an Education Passport via Person Management, simply save and close the page.

12. The Basic group box prefills a child's demographic information. Checking the Display Preferred Name checkbox prefills the child's Nickname if documented on the Additional tab of Person Manangement. The Cell Phone and Email are user entered fields and will copy over to subsequent Education Passports. Selecting the Completed checkbox and saving the page will run the required edit checks. If all edit checks are passed, the page will freeze and the current date will prefill in the Date Form Completed field.

13. The Education Information group box prefills the Primary school information documented in the School History group box on the Education tab of the child's Person Management page. Select the Yes radio button if the child is transferring from a different school. A list of schools will appear in a drop down once you begin typing the school's name in the Name of School field. The School Address will then prefill.

14. The Agency Name and Address, primary Caseworker, and the primary Caseworker's Supervisor prefill to the Child Welfare Agency School Contact group box. Select the Search hyperlink to search out a different worker. To make updates to the email address, cell and work phone, a supervisor can go to the Maintain Worker Information page accssed via Maintain and then Worker.

15. If a child is currently in an approved out of home care placement, the name, address, and contact information will prefill. Select the Search hyperlink to search out a different provider, or enter the information manually. If the provider is a Private Provider, the Parent 2 section will be blank, and the Primary Facility Contact, Phone, and Email will prefill from the Primary Contact field on the Private Provider page. If the provider is a Home Provider, the Phone field will prefill from the Provider's address record, and the Email and Cell will prefill from the Additional Contact Information group box on the Home Provider page. The Primary Facility Contact should be left blank in a Home Provider scenario.

16. In the Parent(s)/Guardians(s)/Custodians(s) group box, Parent 1 and Parent 2 will prefill if they're linked to the Parent Info tab on the child's Person Management page. Select the parent's hyperlink and go to the Address tab to update their address, phone, email, or cell phone. Guardians, Indian Custodians, and Legal Custodians will also appear in the group box if linked on the Parent Info tab. Select Yes or No to the question if there are any limitations on interactions with parents, guardians, or other individauls. If Yes, enter an explanation.

17. The last group box is a series of narrative questions to help promote school success. After entering the information, select Education Passport under Options and select Go. This will launch the Education Passport template.

Information for School Staff to Promote School Success

Transportation (How will the student get to and from school and school related extracurricular activities?)

More... Less... Default

Positive attributes and interests

More... Less... Default

Extracurricular activities (school, community, or spiritual based)

More... Less... Default

School relevant behavioral triggers (i.e. reacts negatively to sudden noises)

More... Less... Default

Other relevant information (Not mental health related; i.e. education program details like the name of an after school program student is involved in)

More... Less... Default

Options: [   ] [Go]   [Save] [Close]

Education Passport

Use of Form: Whenever a student enters care, changes placement, or exits care, child welfare workers are advised to share the Education Passport form to school staff for the purpose of sharing information to support the educational success of the Student. Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes].

Basic Information

Date Form Completed:	(mm/dd/yyyy)	Date of Exit:	(mm/dd/yyyy)

☒ Student in Care ☐ Student Exiting Care

Name – Student	Birthdate – Student (mm/dd/yyyy)	Student ID
Andrews, Annie M.	10/09/2005	
	Age: 9	Cell Number
	☐ Male ☒ Female	Email Address

Education Information

Current School	Current School District	Current Grade
Madison Waldorf School - 6510 Schroeder Rd - Madison, WI 53711	Madison Metropolitan	3rd

☐ Yes ☒ No Individualized Education Plan (IEP)

☐ Yes ☒ No Specialized Program(s) | If yes, what program(s)

☒ Yes ☐ No Is this a School Transfer? | If yes, from what school
Eagle School of Madison - 5454 Gunflint Trl - Madison, WI 53711

Child Welfare Agency

Agency Name	Agency Address
Milwaukee-Admin	1555 N. River Center Drive Suite 220, Milwaukee, WI 53212

Name – Caseworker	Office Number	Email Address
Dan, Daisy	(414)789-7897	Daisy.Dan@wisconsin.gov
	Cell Number	

Name – Supervisor	Office Number	Email Address
Cake, Caitlin M.	(123)456-7890	caitlin.cake@wisconsin.gov
	Cell Number	

Out of Home Care Provider

Name – Out of Home Care Provider	Address (Street, City, State, Zip Code)	
Badger, Bucky & Badger, Momma	123 Trail Drive, Racine, WI 53401	
Cell Number	Email Address	Telephone Number

Parent(s) / Guardian(s) / Custodian(s)

Name – Parent 1	Address (Street, City, State, Zip Code)	
American, Annie M.	123 Main Street, Madison, WI 53701	
Cell Number	Email Address	Telephone Number
(608)789-7897	annieamerican@gmail.com	(608)123-1234
Name – Parent 2	Address (Street, City, State, Zip Code)	
American, Jack		

18. Saving and closing the Education Passport page will return you to the Education tab. Select Edit to reaccess the Education Passport.

Education Passport

Type	Date Completed	School	Updated By	
In Care		Madison Waldorf School	Caitlin M. Cake	Edit

Insert

19. If a student is leaving out of home care, select the Student Exiting Care radio button. This will remove the Out of Home Care Provider group box and display an Exiting Information group box at the bottom of the page.

20. Select a value in the Student resides with drop down of who the student will be living with. The values available are those that display in the Parent(s)/Guardians(s)Custodians(s) group box. In the below screen shot both parents are selected. Select Edit next to the Name field to go to the Person Management page. Also available for selection is an option to choose just Parent 1 or just Parent 2. Other can be choosen as well. If a name is not displaying, go to the Parent Info tab on the child's Person Management page and search out the appropriate person.

> **Note:** If the child has been TPR'd, Parent 1 and 2 will not be available for selection. Instead, possible selections will be guardians, custodians, and any documented out of home care provider.

21. The Education Passport displays on the outliner under the Edcuation icon.

American, Annie M. (9221587)   Actions
CPS Family - Ongoing   10/24/2005   Dan, Daisy   Barron - Barron   123 Main , Abbotsford, WI 54405
Access Reports
Administration
Adoption
Agreements and Notices
Assessment
Assets and Income
Assignment
Background Checks
Case/Permanency Plan
Education
    Education Passport (1)
        Education Passport   Exiting Care   Andrews, Annie M.
Eligibility
ICPC
Legal
Narrative
Payment
Placements
Planning
Related People
Safety Assessment, Analysis and Plan
Services